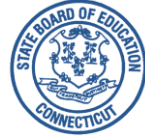




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



TO: 2024 Summer Food Service Program (SFSP) Sponsors

FROM: Shannon Yearwood, Bureau Chief *Shannon K. Yearwood*  
Bureau of Child Nutrition Programs

DATE: February 5, 2024

SUBJECT: **Operational Memorandum No. 01-24 – SFSP**  
2024 SFSP Reimbursement Rates and Schedule for Submitting Online  
Reimbursement Claim Data

### Reimbursement Rates for 2024

The U.S. Department of Agriculture (USDA) released the 2024 SFSP reimbursement rates in January 2024. The new rates reflect changes in the Consumer Price Index as required by federal regulation. The attached 2024 SFSP reimbursement rates apply only to the regular SFSP. They do **not** apply to sponsors participating under the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP).

### Claim Submission Schedule

The Code of Federal Regulations for the SFSP ([7 CFR 225.9](#)) details specific requirements for submitting claims for reimbursement to state agencies by SFSP sponsors. These requirements are summarized in the Connecticut State Department of Education's (CSDE) Claim Submission Schedule on page 2 of this Operational Memorandum. The recommended timeframe for submitting claims is the 15<sup>th</sup> of the month following the month covered by the claim (column 2). Original and revised claims **must** be submitted no later than 60 days following the last day of the month covered by the claim (column 3).

Sponsors must adhere to the Claim Submission Schedule to ensure timely payment of claims. All SFSP sponsors will submit claims in the [Connecticut Online Application and Claiming System for Connecticut Child Nutrition Programs](#) (CNP System). The CNP System allows sponsors to enter and submit claims throughout the month. Claims may be submitted by the date in Column 2 for timely reimbursement by the CSDE.

Claims **must** be submitted by the date in column 3 to ensure compliance with the required time frame (60 days). Although sponsors may prepare and submit a claim in the CNP System at any time, a claim that is reaching the final deadline date for submission (column 3 of the Claim Submission Schedule) **might not be paid** if it is not submitted by this final deadline date. The CSDE reserves the right to deny payment if the claim is not filed or corrected by these dates. Sponsors must

therefore make every effort to submit timely and accurate information. “**Submitted**” means 1) claims for reimbursement are prepared by the sponsor’s designated claims preparer; and 2) then subsequently certified (i.e., submitted) by the authorized signer in the CNP system.

**Failure to Submit Claims/One-time Exception**

The CSDE has the authority to approve a one-time exception over a 36-month period for reimbursing a valid, late monthly claim. The one-time exception must be from the federal fiscal year (October 1 through September 30) to which the claim applies. To be considered for payment, one of the two approved authorized signers must submit a request for the one-time exception (including a corrective action plan) no later than December 15, 2024. For additional guidance, contact your [Summer Meals Team Member](#).

For instructions for preparing and submitting online claims, review the CSDE’s manual, [Connecticut Online Application and Claiming System User Manual for the Summer Food Service Program](#).

Connecticut State Department of Education Bureau of Child Nutrition Programs  <b>Claim Submission Schedule</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>Claim Month</b>	<b>Due Date for Prompt Payment</b>	<b>Deadline for Final Payment</b>
June 2024	July 15, 2024	August 29, 2024
July 2024	August 15, 2024	September 30, 2024
August 2024	September 15, 2024	October 30, 2024
<p><b>Note:</b> A claim that is reaching the final deadline date for submission (column 3) <b>might not be paid</b> if it is not submitted by the final deadline in column 3. “<b>Submitted</b>” means claims for reimbursement are prepared by the sponsor’s designated claims preparer and then subsequently certified (i.e., submitted) by the authorized signer in the CNP system.</p>		

## Important Information for Submitting Claims

Sponsors must keep full and accurate records to substantiate the number and type of SFSP meals claimed for reimbursement.

- All meal counts must be supported by adequate documentation that is kept on file by the sponsor. The claim must be limited to actual counts of meals served. Estimates cannot be included. Claiming of meals is designated as “Self-Prep and/or Vended-Rural Meals Served to Children” or “Vended-Urban Meals Served to Children.” Please note that the USDA uses specific criteria to determine if a site is designated as rural or urban. State agencies and sponsors should use the [USDA Rural Designation Tool](#) to determine if a proposed site is designated as rural for purposes of SFSP.
- Per USDA regulations, **all sponsors contracting with a food service management company** (FSMC) must select “Vended-Rural or Vended-Urban Meals Served to Children” on their site applications for all sites under their sponsorship agreement.
- Sponsors with 10 or fewer operating days in June may submit a combined claim with July. \*
- Sponsors with 10 or fewer operating days in August may submit a combined claim with July. \*
- Sponsors that operate in three consecutive months may submit combined claims if the combined claim only includes 10 or fewer operating days from each of the first and last months of operation (June and August). \*

\* *Note: Sponsors that submit a combined claim must also submit a breakdown of the meal counts for each month by meal type for all months covered by the combined claim in the CNP system.*

## Required Documentation of Program Expenses

While sponsors are not required to report their costs to the CSDE on an ongoing basis, they must continue to maintain records of their costs for the CSDE’s review and for audit purposes.

Sponsors must continue to account for any income that accrues to the SFSP. However, this income will **not** be deducted from the combined operating and administrative costs to determine the amount of reimbursement the sponsor is entitled to receive. Reimbursement is based solely on the per meal reimbursement rate without comparison to actual or budgeted costs.

## Requirement for Separation of Duties

The CSDE reminds sponsors that submitting claims requires a separation of duties. The CNP System is an online (internet-based) system that includes security measures to support adequate internal controls through separation of duties. This separation of duties involves having more

than one person involved in completing a task. When adequate internal controls or separation of duties are in place, one person is prevented from having control over all aspects of a particular transaction, thereby minimizing the opportunity for errors and unintended reporting. For more information, refer to the CSDE's document, *SFSP User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System*.

For questions regarding the claim filing process, including authorizing online system access for claims preparers and submitters, please contact Caroline Cooke, Education Consultant, at (860) 807-2144 or [caroline.cooke@ct.gov](mailto:caroline.cooke@ct.gov).

SKY: tlm

Attachment

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda for the SFSP are posted on the CSDE's [Operational Memoranda for the SFSP](#) webpage.

# Reimbursement Rates for the Summer Food Service Program (SFSP)

**Effective Date: January 1, 2024**

Sponsors receive reimbursement that is determined by the number of reimbursable meals served, multiplied by the combined rates for food service operations and administration. However, the combined rate is based on separate operating and administrative rates of reimbursement, each of which is adjusted differently for inflation.

The 2024 reimbursement rates are presented as a combined set of rates to highlight simplified cost accounting procedures. The new operating rates represent a 5.3 percent increase in the *Food Away from Home* series of the Consumer Price Index for the period from November 2022 to November 2023.

2024 Combined Operating and Administrative Rates		
Type of meal	Self-preparation or rural sites	Other types of sites (vended)
Breakfast	\$ 2.9775	\$ 2.9225
Lunch/Supper	\$ 5.2125	\$ 5.1300
Snack	\$ 1.2350	\$ 1.2050

# Reimbursement Rates for the SFSP



For information on the SFSP, visit the CSDE's [SFSP](#) webpage or contact the [Summer Meals staff](#) in the CSDE's Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Reimbursement\\_Rates\\_SFSP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Reimbursement_Rates_SFSP.pdf).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov).